

	KYRGYZ STATE MEDICAL ACADEMY named after I.K. Akhunbaev
	REGULATION ON THE DEPARTMENT OF INTERNATIONAL RELATIONS Approved by Order of the Rector of KSMA dated “18” September 2019, No. 286

1. GENERAL PROVISIONS

1.1. The Department of International Relations (hereinafter – DIR) is a structural subdivision of the Kyrgyz State Medical Academy named after I.K. Akhunbaev (hereinafter – KSMA).

1.2. This Regulation is developed in accordance with the Charter of the Kyrgyz State Medical Academy named after I.K. Akhunbaev (hereinafter – KSMA) and the Instruction on the procedure for drafting, coordinating, and approving regulations on structural subdivisions of KSMA.

1.3. The establishment, reorganization, and liquidation of the Department are carried out on the basis of an order of the Rector of KSMA, in accordance with the Charter of KSMA.

1.4. The Department of International Relations reports directly to the Vice-Rector for International Relations and Strategic Development.

1.5. In its activities, the DIR is guided by:

- The legislation of the Kyrgyz Republic;
- The Charter of KSMA;
- Decisions of the Academic Council of KSMA;
- Orders of the Rector of KSMA;
- Instructions of the Vice-Rector of KSMA;
- This Regulation and job descriptions of the Department’s staff;
- Internal and external regulatory documents related to the Department’s activities.

1.6. Planning of DIR activities is carried out in accordance with the action plan for the implementation of the “KSMA Development Strategy named after I.K. Akhunbaev”. The semiannual report, in accordance with this Strategy, is submitted to the Office for Quality Management in Education.

1.7. The DIR annual report is reviewed once a year by the Council on Quality of Education.

2. GOALS AND OBJECTIVES

2.1. The primary goal of the DIR is to ensure the establishment and strengthening of KSMA's international relations and to conduct activities aimed at enhancing the international, research, educational, and cultural potential of KSMA in accordance with the strategic directions of KSMA's unified policy.

2.2. Main objectives of DIR:

2.2.1. Identifying priority areas of cooperation, long-term planning of KSMA's international relations, and searching for partners to establish contacts at the institutional level.

2.2.2. Coordinating the conclusion of international agreements/contracts and implementing programs of international cooperation.

2.2.3. Participating in the development of plans and programs for international relations involving the structural divisions and departments of KSMA.

2.2.4. Establishing partnerships and maintaining correspondence with various universities and organizations regarding issues within the Department's competence.

2.2.5. Participating in negotiations, meetings, and the signing of relevant documents, as well as organizing inter-university events.

2.2.6. Organizing academic mobility jointly with foreign/national universities (lectures, practical classes, internships, summer schools, practical training, etc.) for students and staff of KSMA.

2.2.7. Reviewing reports on student and staff trips abroad and presenting proposals on implementing the agreements reached.

2.2.8. Developing and submitting grant applications for participation in international research and educational programs; assisting other KSMA units in project preparation.

2.2.9. Inviting foreign partners and preparing orders and other administrative documents related to hosting representatives of foreign universities.

2.2.10. Managing protocol activities related to receiving foreign delegations visiting KSMA.

2.2.11. Assisting in the accommodation and cultural programs for foreign guests.

2.2.12. Processing visa documents for foreign citizens invited for study or short-term visits, as well as visa extensions and registration.

2.2.13. Providing consultations and other support to units, staff, and students; assisting in obtaining grants and scholarships.

3. STRUCTURE

3.1. The structure of the DIR is determined by the Rector of KSMA and may be modified as tasks evolve.

3.2. The DIR staffing schedule is approved by the Rector of KSMA.

3.3. The Department includes:

- Head of DIR – 1 unit;
- Leading Specialist – 1 unit;
- Specialist for Information Work and External Relations – 1 unit;
- Specialist – 1 unit;
- Inspector for Passport and Visa Work with Foreign Citizens – 1 unit;
- Inspector – 1 unit.

3.4. The Department is headed by the Chief who is appointed and dismissed by order of the Rector upon recommendation of the supervising Vice-Rector.

3.5. During the absence of the Head of DIR (business trip, leave, illness, etc.), duties are delegated by order of the Rector to one of the specialists, who bears full responsibility.

4. FUNCTIONS

4.1. In accordance with its primary objectives, the DIR performs the following functions:

4.1.1. Protocol support for international official events involving the Rector and other KSMA representatives.

4.1.2. Coordinating, in accordance with legislation and the KSMA Charter, all documents signed by the Rector with foreign partners.

4.1.3. Organizing and conducting activities related to preparing, coordinating, concluding, enacting, storing, and implementing agreements, contracts, programs, and other bilateral and multilateral documents related to KSMA's international relations.

4.1.4. Cooperating with various universities and organizations on international cooperation issues.

4.1.5. Participating in the development of joint educational programs and scientific projects with foreign partners.

4.1.6. Monitoring the implementation of KSMA's agreements with domestic and foreign partners.

4.1.7. Organizing international academic exchanges for students and staff of KSMA.

4.1.8. Searching for and disseminating information on foreign foundations, grants, scholarships, and programs.

4.1.9. Organizing international trips for KSMA delegations and receiving foreign delegations visiting KSMA.

4.1.10. Assisting KSMA units in finding foreign partners for cooperation.

4.1.11. Arranging visa support for applicants, students, guests, and partners including visa extensions and residence registration.

4.1.12. Providing informational support for KSMA's official website concerning international activities.

5. RIGHTS

5.1. The Department of International Relations has the right:

5.1.1. To coordinate KSMA's international activities, develop methods for their implementation, prepare agreements and documents related to achieving KSMA's goals in international relations.

5.1.2. To represent KSMA in relations with foreign embassies, consulates, educational institutions, organizations, enterprises, foundations, and other bodies.

5.1.3. To engage in official correspondence with government and non-governmental organizations on issues within the Department's competence.

5.1.4. To request and receive necessary information, materials, and data from KSMA structural subdivisions.

5.1.5. To participate in developing proposals aimed at improving international activities.

5.1.6. To conduct meetings on issues within the Department's competence.

5.1.7. To process documents related to inviting and registering foreign citizens.

5.1.8. To carry out informational activities concerning international programs and events.

6. INTERACTION WITH OTHER STRUCTURAL SUBDIVISIONS

In fulfilling its primary tasks and functions, the DIR interacts with all structural subdivisions, faculties, and departments, including:

- 6.1. The Academic and Methodological Department regarding individual plans and programs for incoming and outgoing academic mobility.
- 6.2. Departments and dean's offices regarding academic mobility, international events, visa extension deadlines, and registration.
- 6.3. The Human Resources and Legal Department regarding staff mobility and invitations of foreign employees.
- 6.4. The Student Records Office regarding inquiries from foreign organizations and data on foreign students and graduates.
- 6.5. The Press Office regarding information dissemination and publication of news related to international cooperation.
- 6.6. The Department of Research, Innovation, and Clinical Work regarding postgraduate mobility, scientific-medical events, and information dissemination.
- 6.7. The Student Residence Office regarding accommodation of foreign students and guests.
- 6.8. The Pre-University Training Center regarding inviting and training foreign citizens.

7. RECORD MANAGEMENT

File Index	File Title	Retention Period	Article
17-1	Orders and other administrative documents of higher state authorities	Until no longer needed	
17-2	Register of agreements, contracts, and memoranda of cooperation		Art. 177
17-3	International cooperation agreements		Art. 177
17-4	Correspondence on organizing and implementing informational activities	5 years	Art. 199
17-5	Documents (programs, assignments, reports, correspondence) on	5 years	Art. 44

	business trips		
17-6	Protocols of meetings, negotiations, speeches, minutes of receptions of foreign delegations		Art. 171
17-7	Documents (programs, meeting plans, schedules, applications, correspondence) on organizing the reception of foreign delegations	5 years	Art. 174
17-8	Correspondence on visa extensions	5 years	Art. 169
17-9	Invitations for foreign citizens to study at the Academy	5 years	Art. 184
17-10	Extract from the file nomenclature		DZN

8. RESPONSIBILITY

8.1. The Head of the Department bears responsibility for the proper and timely performance of the DIR's functions as defined in this Regulation.

8.2. DIR employees are responsible for:

- Timely and proper fulfillment of assigned job duties;
- Timely and high-quality execution of management directives;
- Compliance with labor protection norms and internal regulations.

Head of the Department of International Relations

Yusupova T.B